

Post and Bid Position Announcement

Bargaining Units 1 and 4

OSH-AD-714 (New 05/06)

78 Log #: 06-234	Position #: 441-445-5157-706	Posting Date: 04/13/07	Final Filing Date (postmarked by 5:00 p.m.): 04/27/2007
Classification: SSA (G)		Salary Range: \$2724-\$4300	
Division: FDD		Work Location (Address, City): Sacramento	
Pay Differentials That Apply: N/A		Hours of Work: 8 AM to 5 PM	

- Duty Statement: See attached.
- Specific Qualifications and/or Requirements:
 - Technical and Professional Skills and Abilities:
Acts as a Personnel Liaison for the Division, responsible for analysis and coordination of all Division personnel action requests. Participate in program evaluation and planning activities. Additional duties include: policy analysis and formulation and evaluation of personnel and management issues.
 - Educational and/or Certification Requirements:
Professional and analytical experience performing duties closely related to the skills and abilities described above.
 - Physical Requirements to Perform Essential Functions:
Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in the duty statement with or without reasonable accommodation.

Bidders should submit an OSH-AD-716, Post and Bid Application (located on the OSHPD OfficeNet, under "Forms") to:

Attn: Jaisha White
 Office of Statewide Health Planning and Development
 Human Resources Services
 1600 9th Street, Room 350
 Sacramento, CA. 95814
 Telephone #: (916) 653-0746

For additional information regarding the position, contact Nikole Freeman at (916)654-3605, email nfreeman@oshpd.ca.gov.

Window period in which the bidder needs to be available for contact: _____.

(If selected, you must report to the position in no less than 14 calendar days and start date must be within 30 calendar days, unless agreed otherwise by the current and hiring supervisors.)